

## **IDDE – PRIORITY AREA INSPECTION**

### **1. PREPARATION**

- a. Know the past and present weather conditions. Conduct inspections during dry weather periods.
- b. Identify priority areas and document the basis for the selection of priority areas.
- c. Identify each inspection point with a consistent and unique identifier. For example "PA001".
- d. Gather all necessary equipment including: personal protective equipment, tape measure, clear container, electronic tablet with installed Cityworks app, flashlight, and camera.
- e. Have maps available showing outfall locations and identifiers (GIS mapping).
- f. Review inspection point description and observations from previous inspections in Cityworks so the inspection point can be accurately identified and observations compared.

### **2. PROCESS**

- a. Perform an inspection of a minimum of 20% of all priority areas every year. Whenever possible, use the same personnel for consistency in observations.
- b. Use maps and previous inspection reports to confirm the inspection point identity and location.
- c. Set up traffic control as required.
- d. Pull manhole lid or grate to perform inspection.
- e. If dry weather flow is present at the inspection point, then document and evaluate the discharge by completing the following steps:
  - Collect a field sample for visual observation in a clean, clear container, and in a manner that avoids stirring up sediment that might distort the observation.
  - Complete the Priority Area Inspection Form using Cityworks.
  - Compare observations to previous inspections.
  - If the flow does not appear to be an obvious illicit discharge (e.g., flow is clear, odorless, etc.), attempt to identify the source of the flow (groundwater, intermittent stream, irrigation, etc.)
  - Take photo of inspection point structure and collected sample in container (as needed) for Cityworks inspection report.

- Submit report thru Cityworks.
- f. If an illicit discharge (such as raw sewage, petroleum products, paint, etc.) is encountered or suspected, follow the procedure of SOP IDDE – Tracing Illicit Discharge.

#### ACTIONS

- a. Follow procedures identified in the following SOPs as needed:
  - SOP IDDE – Tracing Illicit Discharge
  - SOP IDDE – Removing Illicit Discharge

#### 3. DOCUMENTATION

- a. Priority area inspection is completed and stored in Cityworks.